

SAMPLE LETTER TO REQUEST SLOT CONVERSION

September 30, 2013

Tony Dean
Office of Community Service
Governor's Office
PO Box 200801
Helena, MT 59620

Dear Tony:

We would like to request an amendment to our 2012-2013 AmeriCorps Budget. The purpose of this amendment is to add 9 additional QT (Quarter Time) slots as a result of fewer than anticipated requests for PT (Part Time) and RHT (Reduced Half Time) slots.

We are not requesting any additional funds just the slot conversions. This change in slots does not increase our total number of MSY or the total value of the education awards under the grant.

Montana Corps requests the following amendment in the number of education awards and members.

Position Type	Proposed Slots	Current Grant	Slot Change (+,-)	Ed Award Change (+,-)
Full Time (1700 hrs.)	42	42	0	
2 YR Part Time (900 hrs.)				
Part Time (900 hrs.)	100	104	-4	(\$9,450.00)
Reduced Half Time (675 hrs.)	4	5	-1	(\$1,800.00)
Quarter Time (450)	32	23	+9	\$11,250.00
Minimum Time	5	5		
Total MSY's	102.5	102.63	-0.13	
Total Slots	183	179	+4	
Net Change in Ed Awards				\$0.00

Please call if you have questions or wish to discuss this further.

Sincerely yours,

Jason Smith
Director of Operations